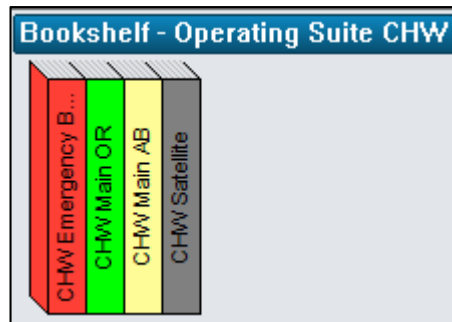


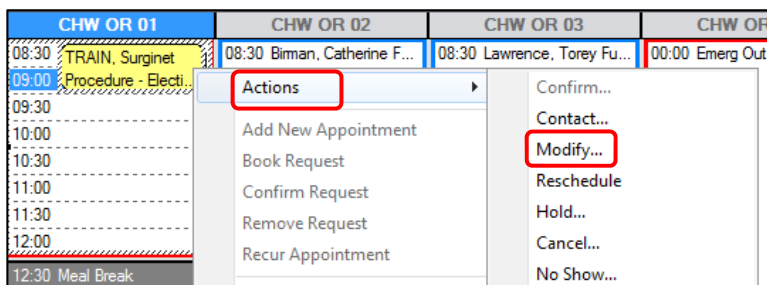
## Modifying Procedures

The Modify action can be used to modify procedure orders or to add additional comments to appointments.

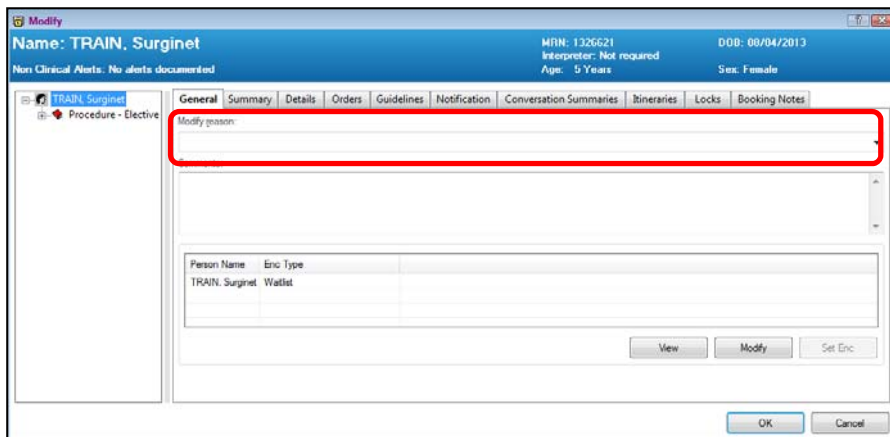
- In Scheduling Appointment Book, navigate to the appropriate bookshelf.



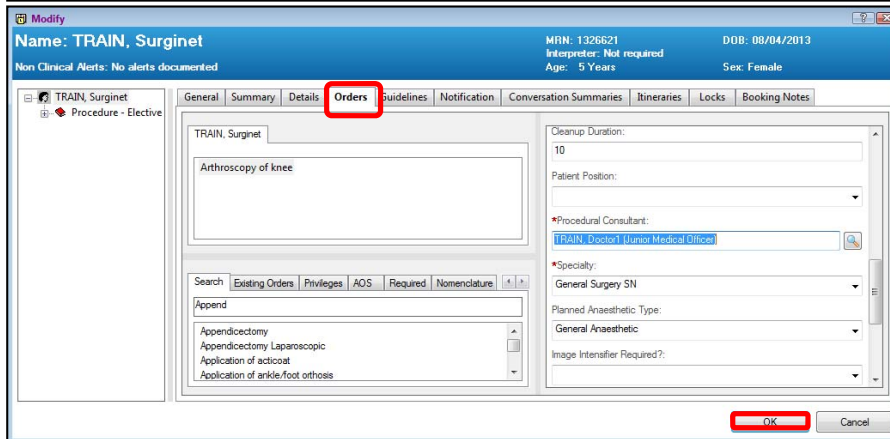
- Find the appointment to be modified.
- Right click on the appointment.
- Select **Actions**.
- Select **Modify**.



- The Modify window appears.
- Select a reason with a prefix of SN from the Modify reason drop down menu.



- To modify the procedure order, click on the **Orders** tab.
- Make the required modifications.
- Click **OK**.



- The appointment will now be updated.